WLU Student Employment

Hiring Managers User Guide For Student Employment

PROCESS FOR HIRING A STUDENT WORKER

- Create a Handshake account. Invitations are sent by Handshake to hiring manager's WLU email to start this process. If you need a Handshake account and did not get an ivitation, please contact our Student Employment Coordinator at studentemployment@westliberty.edu. Instructions begin on ***page 4***.
- The Student Employment Coordinator will create all departments hiring withinin the Handshake system and will have access to add/edit/remove hiring managers as contacts when needed.
- The Student Employment Coordinator will post all student jobs for the intial posting and save a draft for hiring managers to use for future job postings.
- After the initial job posting, hiring managers will be responsible for posting jobs for future openings. These job postings will only be visible to students after the Student Employment Coordinator approves the job posting. "How to view approved jobs and re-post an expired job" instructions begin on ***page 7***.
- If a hiring manager needs to create a new job to post, that has never been posted before, they need to complete the "New Student Job Position Request Form".
- The Student Employment Coordinator alerts students that jobs have been posted via their WLU email.
- Students must complete an application in Handshake to be considered for the job.
- Once a student applies for a job, the hiring manager will be notified through Handshake and will be able to view, message and make notes on the applicants within their handshake account. Instructions begin on ***page 12***.
- The Student Employment Coordinator can check applications for work study eligibility and notify the hiring manager who these students are.
    - It is recommended to hire work study eligible students first.
- Hiring managers can mark selected students as Pending, Declined, or Hired in Handshake or email the Student Employment Coordinator who they would like to hire. Instructions start on ***page 15***.
- The Student Employment Coordinator will contact the hired students to begin the on boarding process.
    - New student hires who have never worked on campus are sent instructions through email for the onboarding process to get them on payroll.
    - Returning students, who have worked and are on payroll, are checked for accuracy or the need for updated forms.
- Students must have a social security card, be authorized to work in the United States and complete all necessary new hire paperwork to work on campus.
- It can take two to three weeks to get a student approved in payroll.
- Once a student is approved, an email is sent to the student and the hiring manager to let them know they can start working.
    - No student should begin working until the Hiring Manager receives a verification email of approval from the Student Employment Coordinator.
- Students can get their fingers scanned for the time clock with the assistance of the Student Employment Coordinator.
- Students can also use a paper time sheet.
    - All time sheets must be signed by the hiring manager or timekeeping manager and then be turned in to the Student Employment Coordinator in person or via email on payroll Fridays.
- All student workers must have work to complete during scheduled hours. If no work is available, the student should have their hours adjusted or be sent home for the remainder of that shift.

TIMELINE FOR STUDENT HIRING

JANUARY – Hiring Manager Training and Handshake Workshops offered.

FEBRUARY – Hiring Managers will begin to post their job openings in Handshake for approval by the Student Employment Coordinator to hire students for summer, fall and spring of the next year.

FEBRUARY/MARCH – Jobs are requested by the hiring manager and then approved by the Student Employment Coordinator to post for students to start the application process. Notifications are sent to students alerting them that application process for the next academic year is open.

APRIL – Students are selected by hiring managers for summer employment and put on payroll for May start dates. Students can be marked "Hired" in Handshake or the hiring manager can notify the Student Employment Coordinator via email of their student selections. Instructions start on page 13.

APRIL/MAY/JUNE/JULY – Hiring managers continue to select students for summer and fall employment by marking them as "Hired" in Handshake. Instructions start on page13.

JULY – Students are processed and added to payroll for August start dates. Students can be added to the Oasis payroll system 30 days prior to their start date at the earliest.

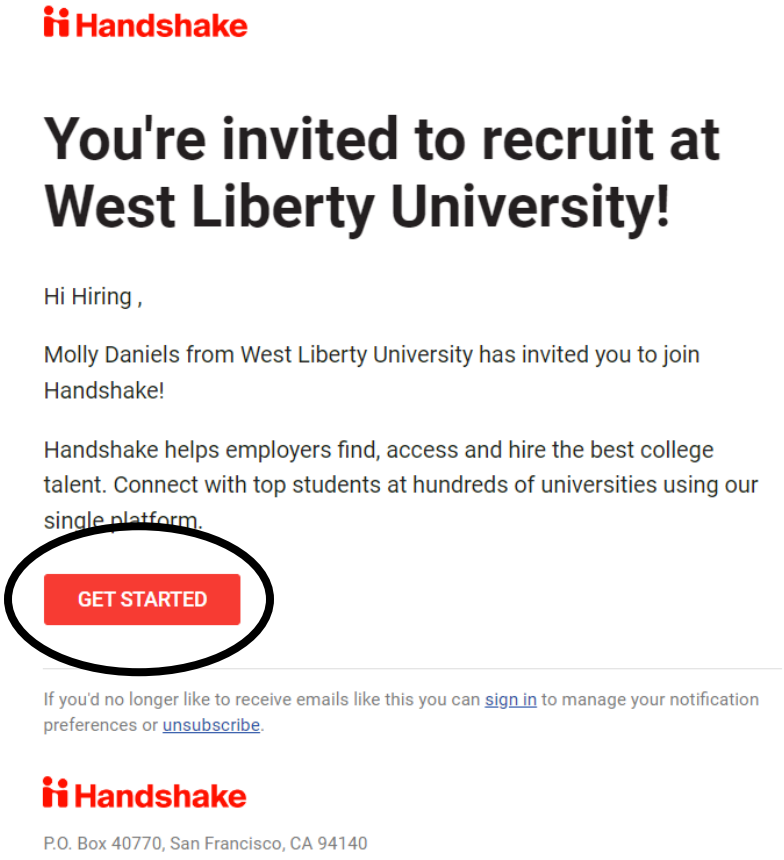
QUARTERLY STATEMENTS – Quarterly statements will be issued to cabinet members on both Federal work study and personal service spending. Those reports will be issued late September, mid-December, early March, and mid-May.

Setting up your Handshake Account

Tip: When you sign up for the employer account, make sure that you use your school's .edu email address for the smoothest experience.

1. You will get an email from Handshake to your WLU email address inviting you to set up your account.

2. Your email will look like the image below. Simply click on "Get Started" to being.



Handshake

You're invited to recruit at West Liberty University!

Hi Hiring ,

Molly Daniels from West Liberty University has invited you to join Handshake!

Handshake helps employers find, access and hire the best college talent. Connect with top students at hundreds of universities using our single platform.

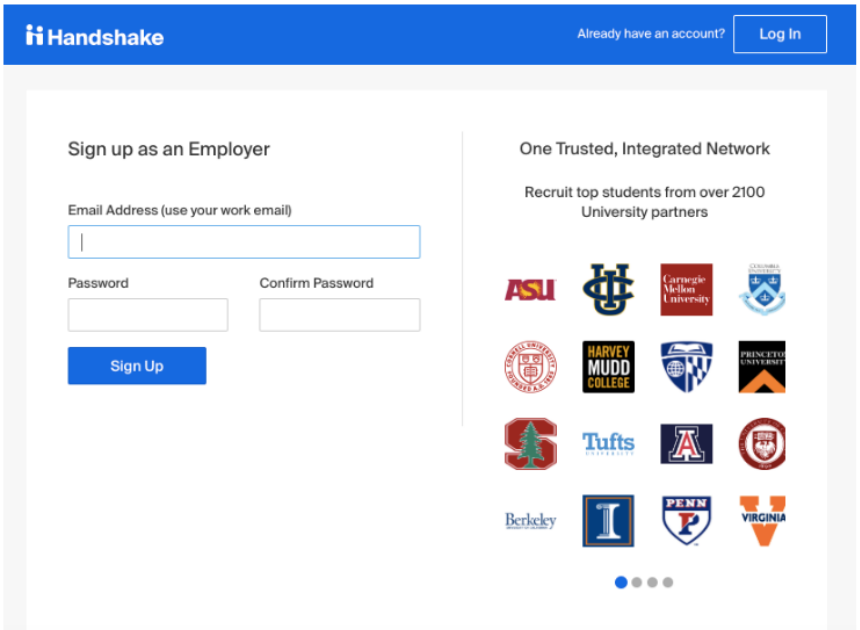
GET STARTED

If you'd no longer like to receive emails like this you can sign in to manage your notification preferences or unsubscribe.

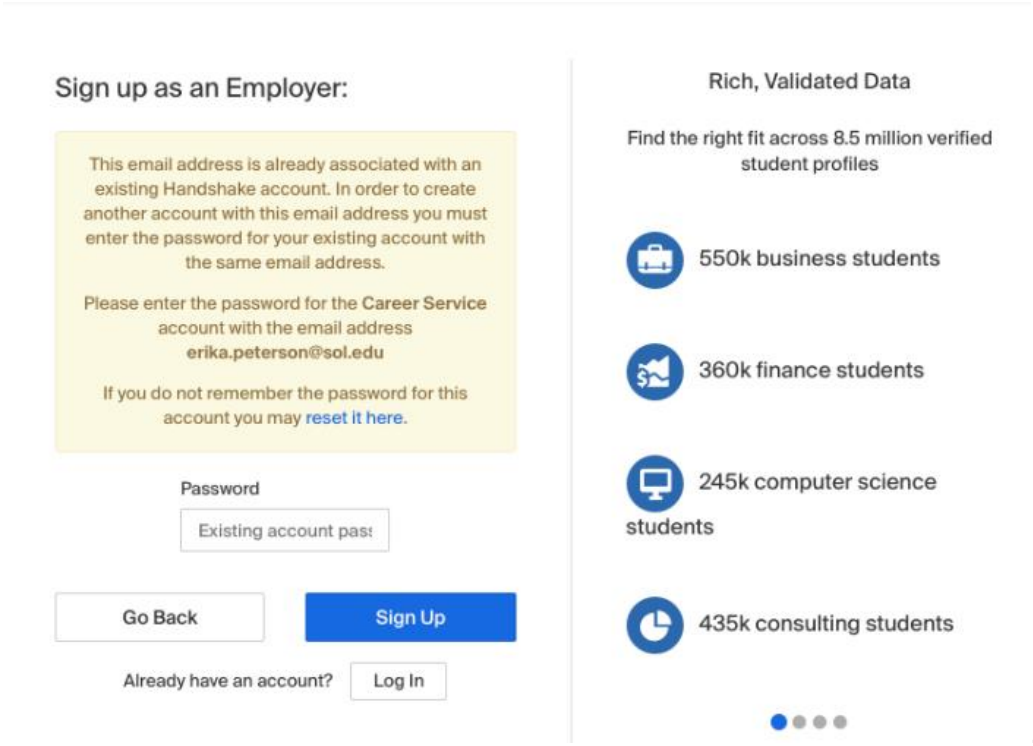
Handshake

P.O. Box 40770, San Francisco, CA 94140

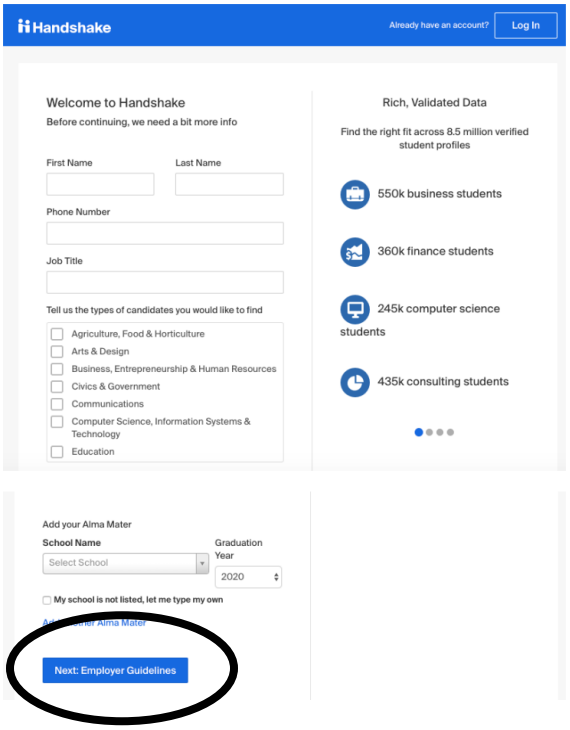
3. Enter your email address (this may pre-populate) and desired password. Then click “Sign Up”.



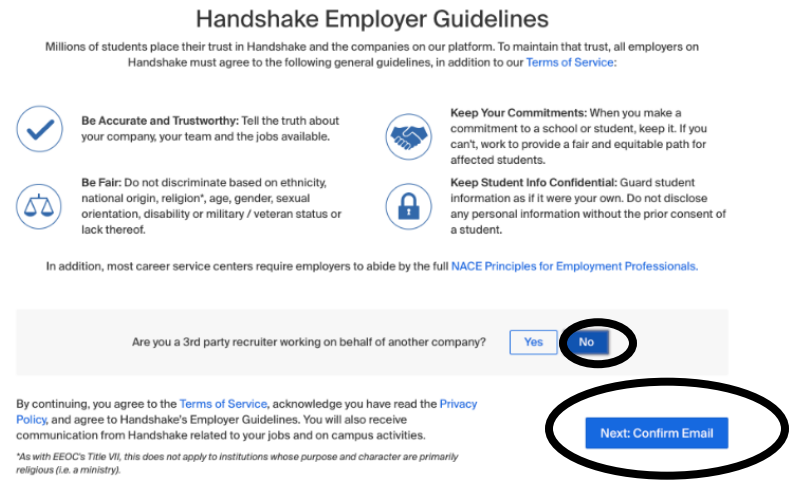
Note: If you have an existing student or Career Services account linked to the same email address, you see this screen below and will be prompted to enter you existing password once more. If not, you can move to the next step.



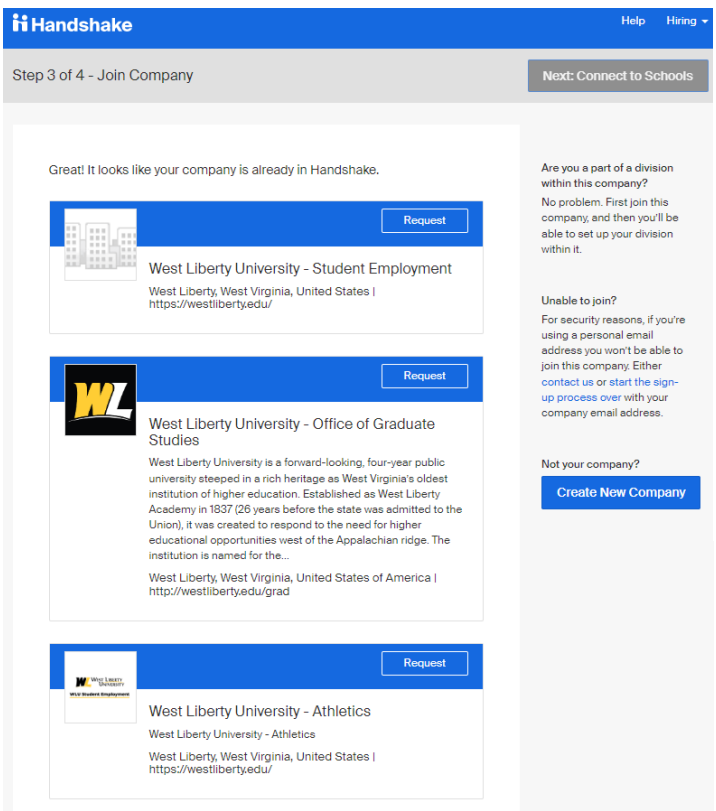
4. Enter the following information and click on **Next: Employer Guidelines**.
    a. First Name
    b. Last Name
    c. Phone Number
    d. WLU Job Title
    e. Put a check next to the types of students you plan to recruit
    f. Enter your Alma Mater and school year

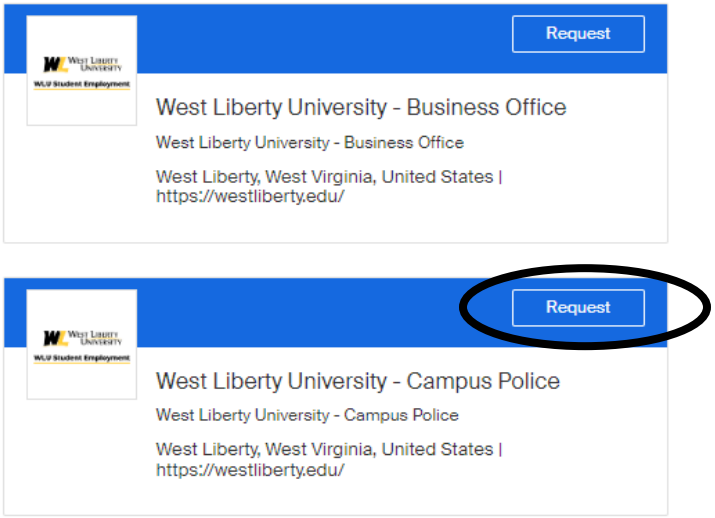


5. Review the employer guidelines, mark "NO" as appropriate for the Third Party Recruiter status, check "I agree to the Terms of Service and Privacy Policy", then click on **Next: Confirm Email**.



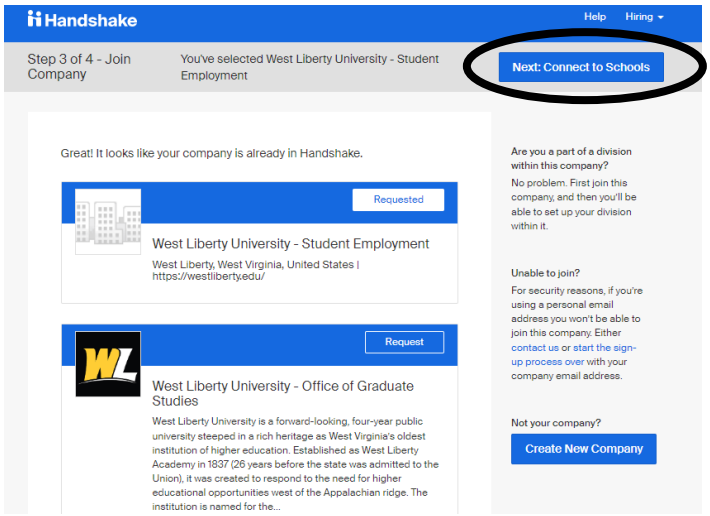
6. You will be asked to join your company. Locate your applicable company related to your division and click the blue request button. Examples of companies are seen in the images below.



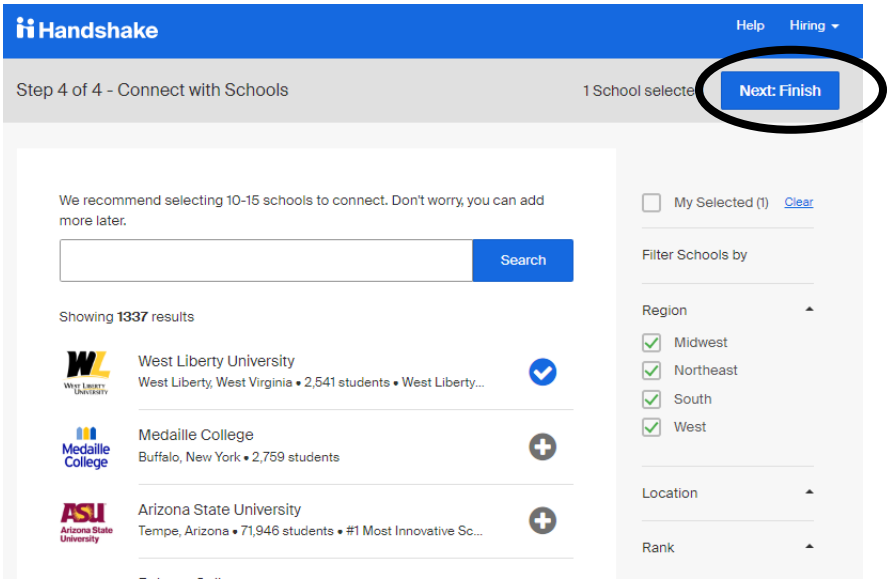


7. Once the "Request" button is selected, it will turn to a white box listed as "Requested" and will then be sent for approval by the Student Employment Coordinator.

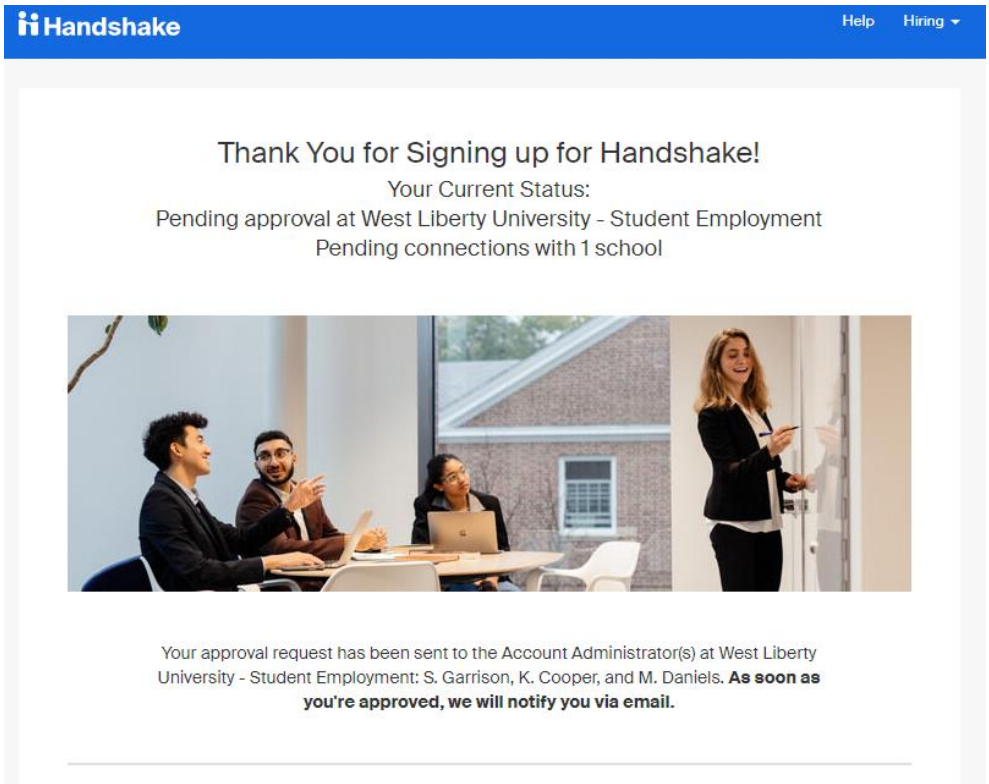
8. You will then click on the "Next: Connect to Schools" button in the top right corner as shown below.



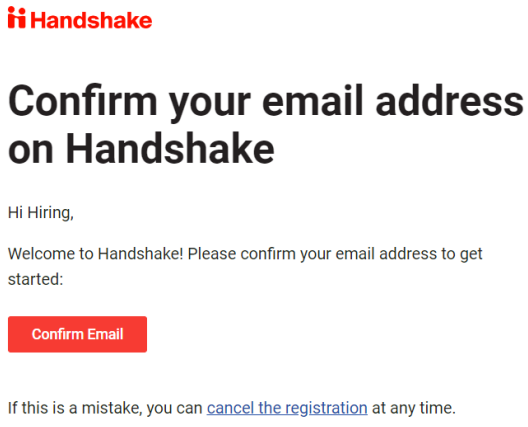
9. You will type “West Liberty University” in the search box and then click the “+” button. The “+” will turn to a blue checkbox as shown below and you will be able to click the “Next: Finish” button in the top right corner.

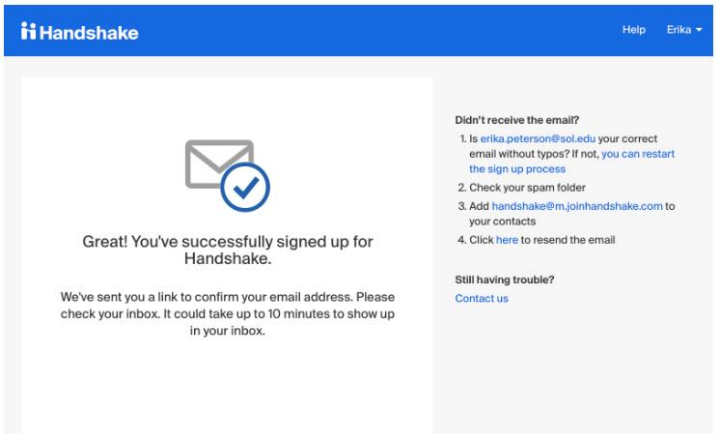


10. You will then see the final screen showing a successful account was created and will be approved by WLU’s Student Employment Coordinator. You will also get an email confirmation to your WLU email.

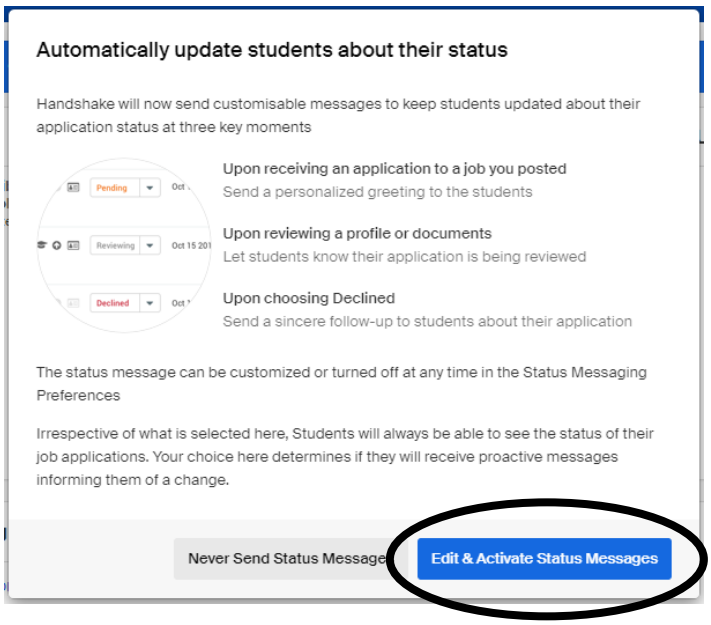


11. Also, be sure to complete the email confirmation process. It will be in your WLU email inbox. You will see the following email and then confirmation screen when everything is set up successfully.





12. Upon your initial log in you will get a pop-up prompt asking about student communication through the application process. Select "Edit and Activate Status Messages".



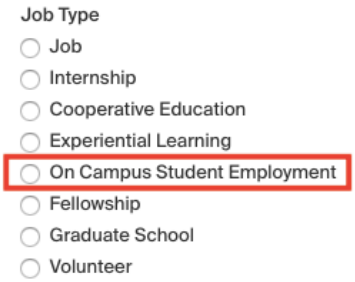
13. You have the availability to adjust statuses and automated messaging to students as needed on this screen. If you want to make adjustments to these settings, you can at any time by clicking on your name in the upper right hand corner, select "User Settings" and then "Status Messaging Preferences". From there you can turn off/on/customize the student messaging for applications as they are received and reviewed or if you decline their applications.

How to view approved jobs and re-post expired jobs in Handshake

Once a hiring manager is connected to their WLU department profile, they will be able to access/post their department's on-campus positions for students.

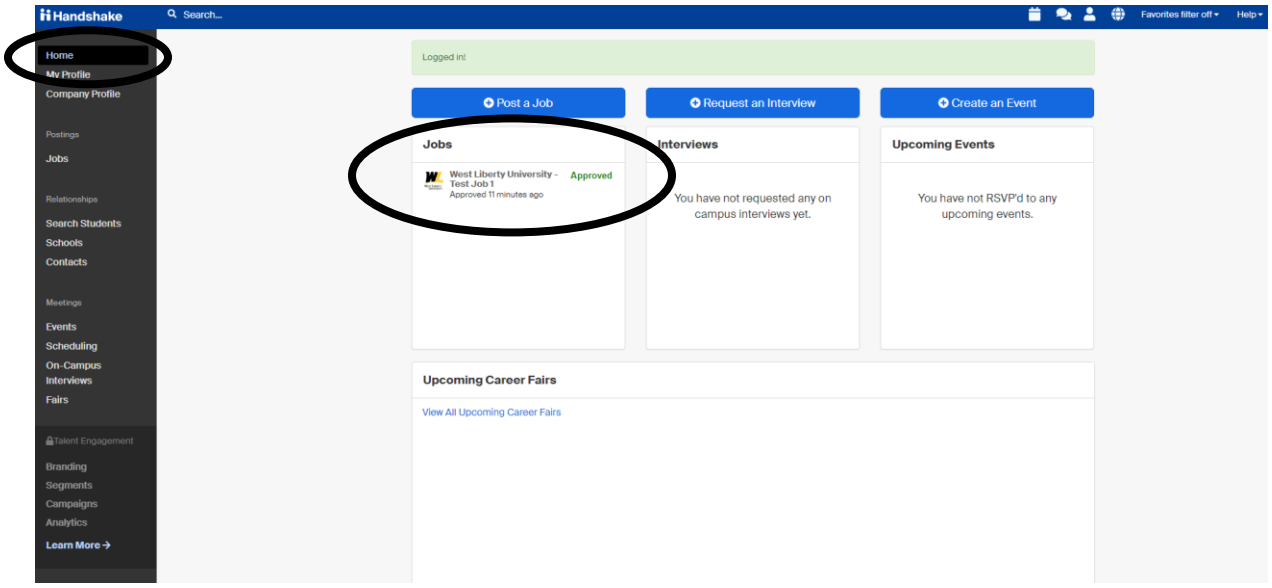
Remember, the Student Employment Coordinator must always post a *new* job to the Handshake system, meaning the student position has never been posted in the past. If a hiring manager needs to request a new job be posted that has never been posted before, they can request this through the "New Student Job Position Request Form" process. Once the SEC creates the new job, it will be saved as a draft for the hiring managers to then post as needed in the future. Once the hiring manager selects the draft job to be "posted" it is sent to the SEC for final posting approval.

When the job is created/approved by the SEC, it will be marked as **"On Campus Student Employment"** under job type so it is easy for students to filter and apply.



How to view approved jobs:

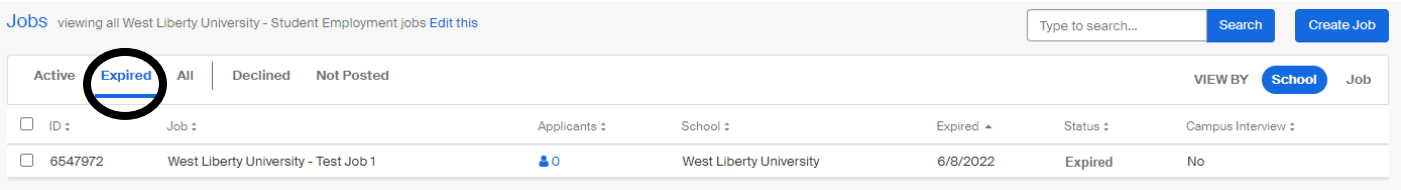
1. Click the "Home" option on the left hand menu bar. Once clicked, you will see a "**Jobs**" box in the center of the screen. In that box, you will see job postings that are listed as "Approved" Jobs. These jobs were created by the SEC and are active for students to apply.



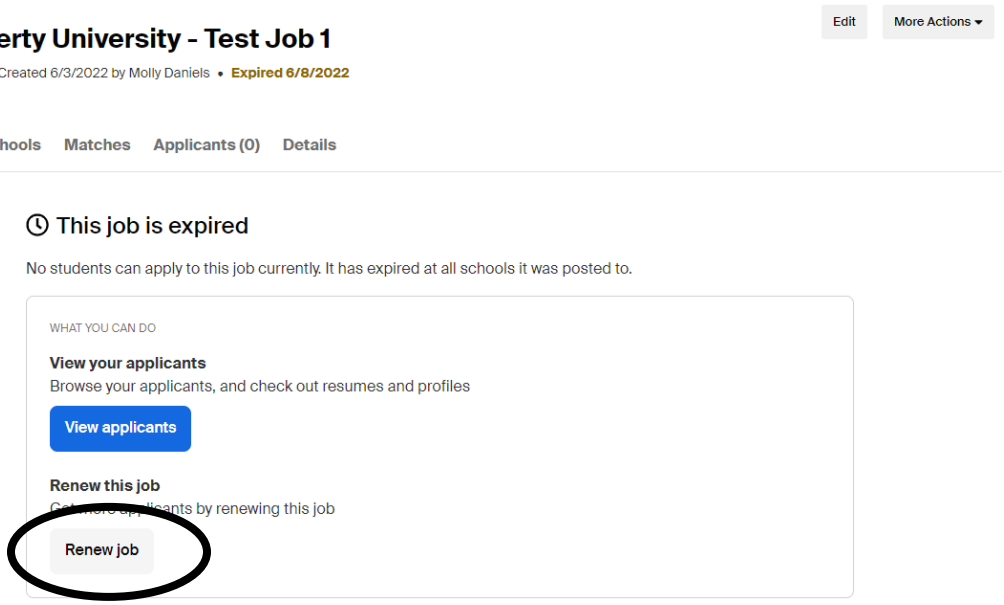
How to post expired jobs or jobs that were previously filled:

1. Once you are logged into your Handshake account, click the "Jobs" option in the left menu bar.

2. Click on "Expired" in the center of the screen.



3. Select the job you want to post. This action will open the job and give you the option to "Renew Job".



4. You will be asked to update the "Apply Start Date" and the "Expiration Date". Once those fields are updated click the blue "Next" button.

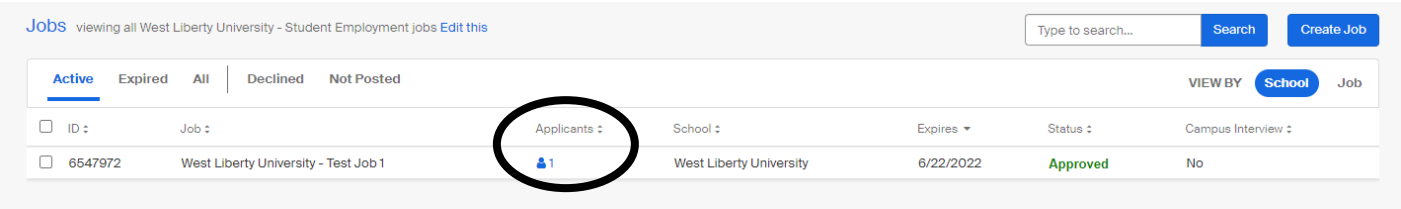
5. Once the "Next" button is clicked you will then be sent to a "Preview" section to review your job for any edits needed.

6. Once everything is ready, you will click the blue "Save" button and it will send the job to the SEC for approval to be posted. You will get a screen that says, "No schools have approved your job yet".

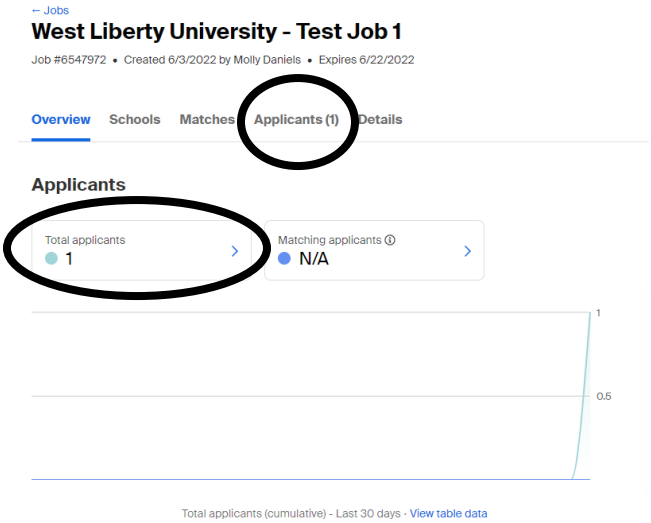
7. The SEC will be notified that there is a job waiting for approval and move through the official posting process. Once approved, you will be able to see the job in an "Approved" status by logging in and clicking on the "Home" option on the left menu bar.

How to view student applicants

1. As students begin to apply to on campus job postings, you will be able to see your applicants in real time. There are two ways to view your applicants and their information.
    a. "Jobs" option:
        i. Click on the "Jobs" option in the left menu bar.
        ii. Click the blue person icon with the applications number under the "Applicants" column in the center of the screen.



    b. "Home" option
        i. Click on the "Home" option in the left menu bar.
        ii. Click the job posting, housed under the "Jobs" section in the middle of the screen, in which you want to see the applicants.
        iii. Here you will be able to see your applicants multiple ways.

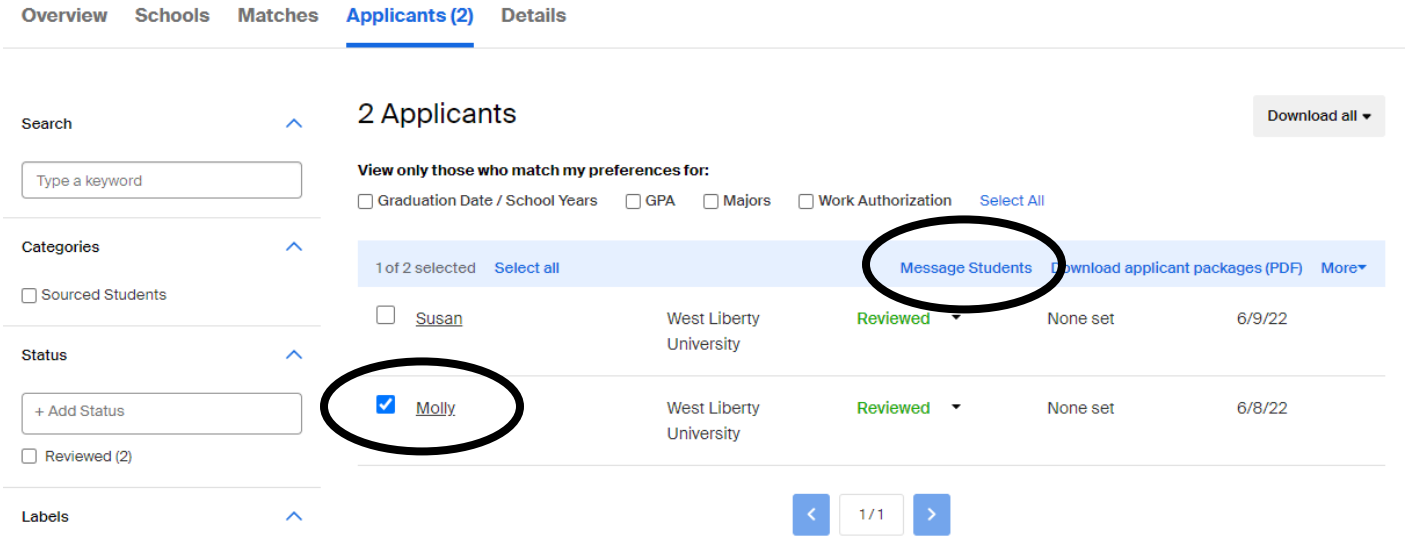


2. Once you open a student to view, their application status will automatically be updated to "Reviewed" for you and the student to see.

How to Message a Student in Handshake

Hiring Managers have the ability to message their student applicants within Handshake to ask questions, request more information or to schedule an interview. Follow the simple step below.

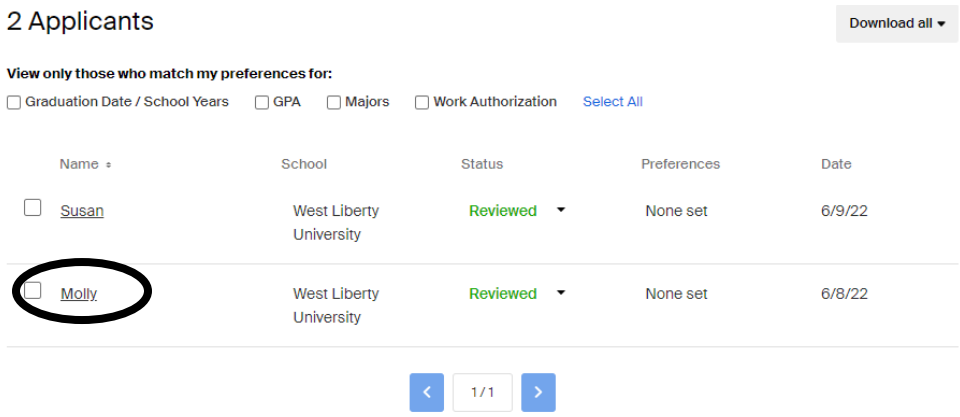
1. When you are in the Applicants section of your Job Posting, you can simply check the student you want to message and then select the "Message Students" option in the blue heading row. This will send an email to the students Handshake inbox and their WLU email.



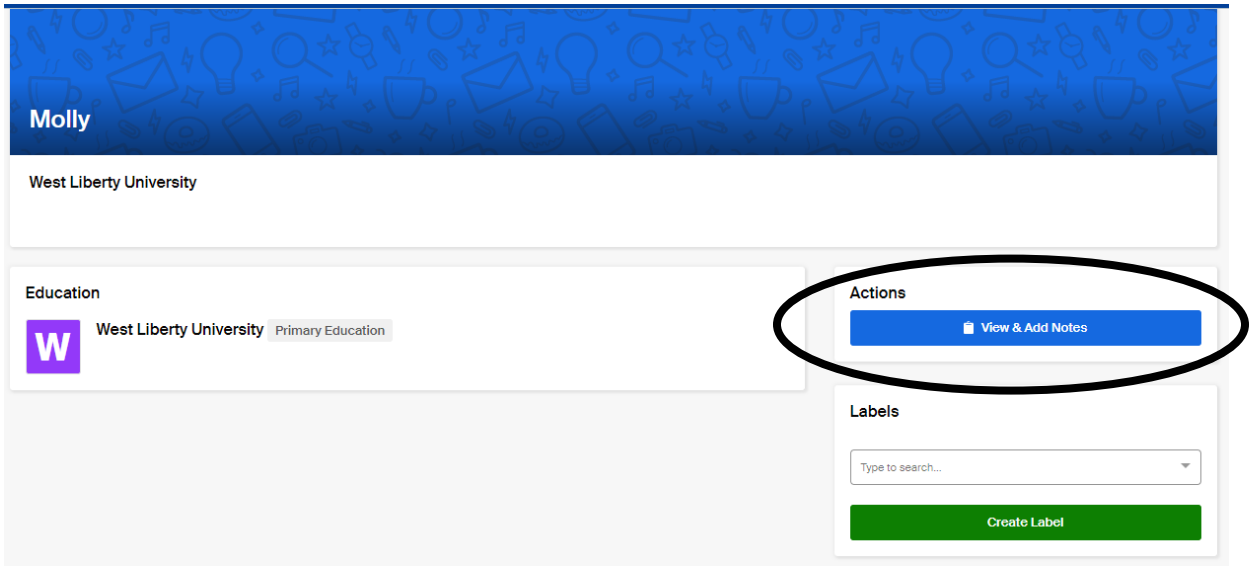
Adding Notes to a Student's Application in Handshake

Hiring Managers have the flexibility to view and add notes to student applications to help track through the hiring process if needed. Notes are private and cannot be seen by anyone except those with Hiring Manager permissions. If you select "Personal Note", it is only visible to you. You have the functionality to set reminders and select attachments. Follow the simple steps below.

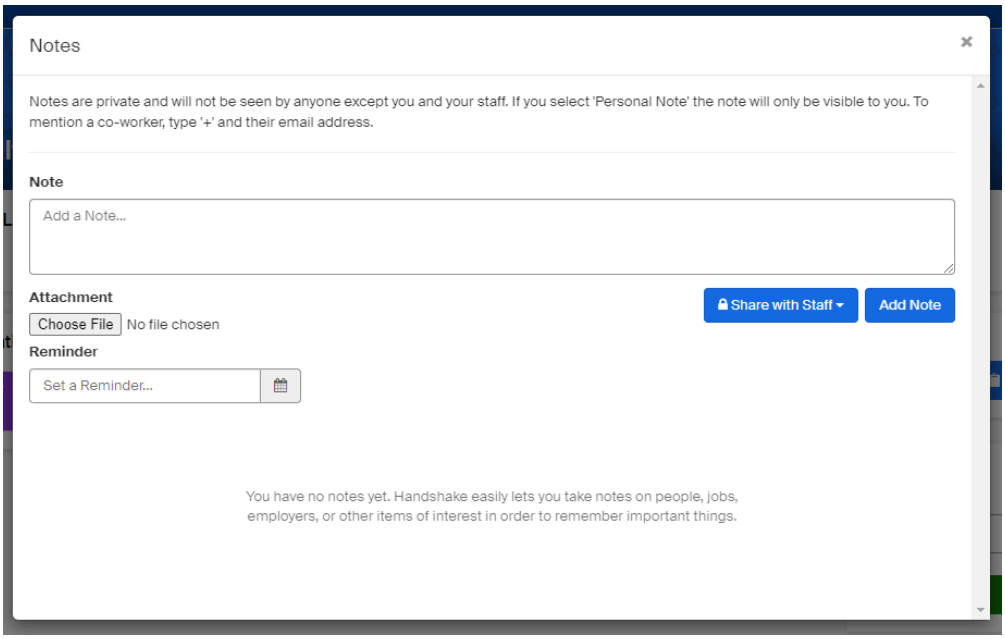
1. Click directly on the name of the student applicant in which you want to add a note.



2. Select “View & Add Notes” under the Actions tab.



3. Complete the note as desired. The blue “Add Note” button will save the note.

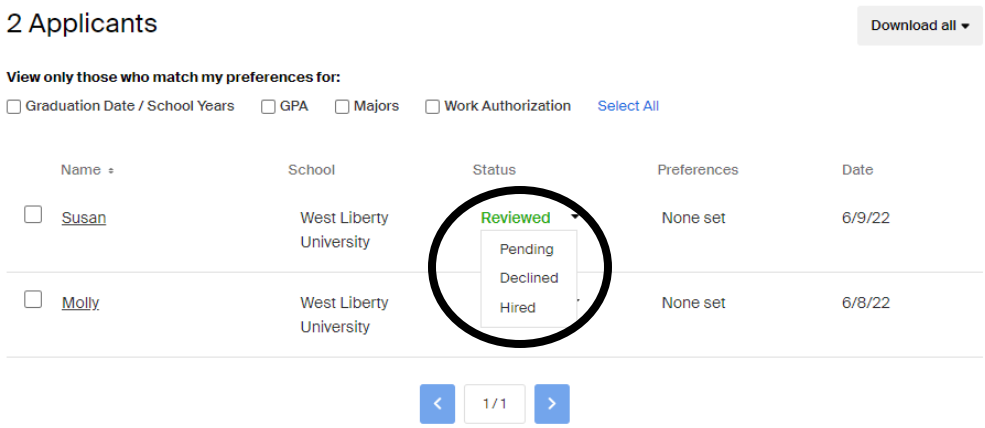


How to Select a Student as "Hired" in Handshake

Managing a student's applicant status in handshake is very simple. You can change their status to Hired, Declined, Pending or Reviewed. Follow the simple step below to make sure your applicants' statuses are as up to date as possible. Please keep in mind that student applicants can view these changes when logged into their handshake account.

1. Access your applicant list.

2. Open the dropdown menus under *Status* on desired applicant and select the appropriate option – **Pending, Declined or Hired.**



3. Depending on your settings, these statuses may trigger email notifications to the student. See page 9 for more details on these automated messages.

4. Once the student of your choice is marked at hired, the SEC will email the student with a congratulations email and begin the onboarding process.

5. Please remember that just because a student is marked as hired, that does not mean they can begin work immediately. They must complete the appropriate paperwork and be added to payroll to begin. Once a student is cleared to begin work, both the student and the hiring manager will get notification from the SEC.

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